



# FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

## MEDICAL RECORD DIRECTOR

<b>SALARY RANGE:</b>	<b>Range T: \$4,829 -\$6,046*</b>  <i>*The Starting Salary shown applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments increments of 5% until the maximum salary is attained.</i>
<b>TENURE/TIME BASE</b>	<b>Permanent, Full Time</b>
<b>PROGRAM/DEPARTMENT</b>	<b>Quality Assurance Department</b>
<b>FINAL FILING DATE</b>	<b>Until Filled</b>

**DESCRIPTION OF DUTIES:** Plans, develops, and directs a health records system to meet the facility's goals, standards of accreditation, third-party payor, and regulatory agency requirements; develops and implements policies and procedures for information handling and dissemination in accordance with professional ethics and in conformity with applicable Federal, State, and a local statutes and regulations; develops methods for and conducts evaluation of health record content; collects and analyzes health record data for statistical, reimbursement, and patient care evaluation; advises and assists with implementation relative to health record policies; complies and/or assists in maintaining a complete computerized health record system; manages health record data to link clinical data to reimbursement; is the resource person for Federal and State regulations, Medicare, Medi-Cal, and other third-party payor provider reviews, and utilization review of program requirements; liaison between the facility and programs; serves as an integral part of the facility-wide quality assurance program; coordinates the activities of the committees; develops in-service educational materials and conducts instructional programs for health record, administrative, and clinical staff; assists in scientific research and compiles statistical analyses; and develops and maintains health data retention schedules and retrieval systems.

**WHO MAY APPLY:** Applicants must possess Civil Service eligibility and must meet the minimum qualifications to apply. All applicable methods of eligibility will be considered. Eligibility may consist of one of the following: list eligibility, lateral transfer, or reinstatement to State Service. Applicants must indicate their eligible status in the title section of the Employment Application (Form STD-678). Eligibility will be determined by an analyst in the Testing Office. For more information on the qualifications, please visit the California Department of Human Resources website [www.calhr.ca.gov](http://www.calhr.ca.gov).

Applications can be obtained from the Testing Office of Fairview Developmental Center or downloaded from the California Department of Human Resources website. Applications will be reviewed and only the most qualified applicants will be scheduled for a selection interview. Appointments may be subject to Department Restriction of Appointment (DROA), State Restriction of Appointment (SROA, Surplus, and Re-employment List procedures. A pre-employment physical, drug screening, and fingerprint/background clearance will be required.

**Applications received after the final filing date will not be processed, but may remain on file. Faxed or emailed applications or resumes will not be accepted. All applications must be signed and dated.**

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

FAIRVIEW DEVELOPMENTAL CENTER  
TESTING OFFICE, ROOM 211  
2501 HARBOR BLVD.  
COSTA MESA CA 92627  
(714) 957-5255

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.